

**This is a sample.**  
**Use the Word Version to enter your company name.**

**DISCLOSURE**

By this document COMPANY NAME GOES HERE discloses to you that a consumer report may be obtained for employment purposes as part of our employment background screening process and at any time during your employment with our company.

This shall authorize the procurement of a consumer report by COMPANY NAME GOES HERE as part of the employment background screening process. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for COMPANY NAME GOES HERE to procure consumer reports at any time during my employment period.

I also authorize the procurement of an investigative consumer report and understand that it may contain information about my employment and educational background, criminal history, credit, mode of living, character and personal reputation. I understand that I have the right to obtain additional disclosure as to the nature and scope of the investigation upon written request within a reasonable period of time and to obtain a copy of the report upon request. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested

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Applicant's Signature

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Print Name

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Date

